



**City Council Public Hearing  
October 17, 2023  
Council Chambers  
6:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the FY24 School General Fund Capital Improvement Plan (CIP) Fund in an amount not to exceed \$34,000,000 for the new School Construction Project P. 7**
- 3. Resolution Authorizing Transfer of \$250,000 from the General Fund Unassigned Fund Balance to the Trustees of the Trust Fund for the Public Works Large Vehicle Capital Reserve Fund (CRF) P. 23**
- 4. Resolution Authorizing Transfer of \$250,000 from the General Fund Unassigned Fund Balance to the Trustees of the Trust Fund for the Fire Department Apparatus Capital Reserve Fund (CRF) P. 25**
- 5. Resolution Authorizing Transfer of \$250,000 from the General Fund Unassigned Fund Balance to the Trustees of the Trust Fund for the Public Buildings Capital Reserve Fund (CRF) P. 27**
- 6. Resolution to Appropriate Donation to the VFW in the Amount of \$49,640.57 P. 31**
- 7. Shall we allow the operation of sports book retail locations within the City of Rochester? P. 35**
- 8. Adjournment**

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City Clerk's Office

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**City Council Special Meeting  
October 17, 2023  
Council Chambers  
*Immediately following the public hearing***

**Agenda**

- 1. Call to Order**
- 2. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:0 to the FY24 School General Fund Capital Improvement Plan (CIP) Fund in an amount not to exceed \$34,000,000 for the new School Construction Project *second reading and consideration for adoption***
- 3. Adjournment**

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**City Council Workshop  
October 17, 2023  
Council Chambers  
*Immediately following the Special Meeting***

**Agenda**

- 1. Call To Order**
- 2. Public Input**
- 3. Communications from the City Manager**
  - 3.1. Adopt-a-Spot Certificates P. 43**
- 4. Communications from the Mayor**
- 5. Choose Love Movement – Shannon Desilets P. 45**

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- 6. Waste Management Update P. 47**
- 7. Department Reports P. 49**
- 8. Non-public/non-meeting**
  - 8.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 9. Adjournment**

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City Clerk's Office

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**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority  
Pursuant to RSA 33:9 to the FY24 School General Fund Capital Improvements Plan (CIP)  
Fund in an amount not to exceed \$34,000,000.00 for the New School Construction Project**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester hereby appropriate Thirty Four Million Dollars (\$34,000,000) to the FY2024 School General Fund Capital Improvement Plan (CIP) for the purpose of paying costs associated with construction of a new 68,000 square foot elementary school. The new school shall reduce crowding, and will consolidate the Nancy Loud school, and School Street school, and close the modular sections at the William Allen and Chamberlain schools. The new School shall have a capacity of approximately four hundred and twenty (420) students. The funding sources for this supplemental appropriation shall be derived from the following;

1. **State of New Hampshire Building Aid Grant:** Fifteen Million Seven Hundred Sixty Nine Thousand Five Hundred Eighty Dollars, (\$ 15,769,580).
2. **Local School Capital Reserve Fund (CRF):** One Million Two Hundred Ninety Thousand Dollars, (\$1,290,000).
3. **State of NH Adequacy Grant-Additional Funding:** One Million Four Hundred Thousand Dollars, (\$1,400,000).
4. **General Obligation Bond Funding:** Eight Million Dollars, (\$ 8,000,000).
5. **General Fund Unassigned Fund Balance:** Seven Million Five Hundred Forty Thousand Four Hundred Twenty Dollars. (\$7,540,420)

Further, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to borrow the sum of Eight Million Dollars (\$8,000,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office

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### City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT	<b>School Department-Construction of new Elementary School</b>
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	<b>10-3-23</b>		
DEPT. HEAD SIGNATURE	Submitted by: Mark Sullivan Deputy Finance Director		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	16	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS Multiple	State Building Aid Grant, School Capital Reserve, State Adequacy Grant, Bonding, Unassigned FB.
ACCOUNT NUMBER	
AMOUNT \$34,000,000	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

City Council
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**SUMMARY STATEMENT**

10/12/2023

The School Department is preparing to construct a new elementary school. The new school will be approximately 68,000 square feet. The new school shall reduce crowding, and will consolidate the Nancy Loud school and School Street school, and close the modular sections at the William Allen and Chamberlain schools. The new school shall have a capacity of approximately four hundred and twenty (420) students. The proposed budget is \$34MM. The project has multiple funding sources as follows; 1.State of New Hampshire Building Aid Grant: \$ 15,769,580, 2.Local School Capital Reserve Fund (CRF): \$1,290,000. 3.State of NH Adequacy Grant-Additional Funding: \$1,400,000, 4.General Obligation Bond Funding: \$ 8,000,000. 5.General Fund Unassigned Fund Balance: \$7,540,420.

Moreover, the Finance Committee endorsed the use of the \$7,540,420 from General Fund Unassigned Fund Balance at the 9-12-23 meeting. Use of unassigned fund balance will assist the School Dept in maintaining a more stable debt burden. The use of General Fund Unassigned Fund balance will avoid additional annual debt payments of over \$600,000. Moreover, \$3,000,000 of interest expenses, assuming 20 year bond at 4% interest, will also be avoided. Enclosed are two debt service projections. Projection A demonstrates the School debt burden with the unassigned fund balance, Projection B demonstrates impact if bonding is increased to \$15.5MM. Projection A maintains annual debt service in the \$2.5MM range until 2030. The debt burden begins decreasing 2031, and reaches the \$2MM threshold in 2033. Projection B indicates annual debt service will exceed \$3MM annually through 2030, and will not retreat to the \$2.5MM threshold until 2035. In addition, the DOE Intent to Fund and award letter are also attached.

**RECOMMENDED ACTION**

Council Approval Recommended

## SCHOOL BUILDING AID NOTICE OF INTENT TO FUND

Date: January 10, 2023

To: Superintendent Kyle Repucci, SAU 54, Rochester School District

From: Amy C. Clark, Administrator, Bureau of School Safety and Facility Management

Subject: Building Aid Application Signed October 14, 2022 for a New Elementary School

**This memo is not a guarantee of funding for the above referenced project, referred to hereafter as the “Project”. State school building aid awards will be based upon approved ranking, the total State appropriation available, vote of the legislative body of the district approving the Project and appropriating the funds necessary to complete the project, and the Project’s eligible costs.** The purpose of this memo is to notify you of the intent to fund the Project and notify you of the terms, should building aid be awarded. Should funding be available, the Project will be subject to the items listed below.

1. Funding subject to sufficient State building aid appropriation in the next biennium (FY24/FY25).
2. Projects shall be funded in descending rank order, as approved by the State Board of Education on November 10, 2022. This project is ranked **Project #1** for FY24 and FY25 construction (July 1, 2023 – June 30, 2025).
3. The maximum project costs *eligible* for building aid shall not exceed **\$26,282,634**. All costs that exceed this amount will be deemed ineligible.
4. The building aid rate for this project is **60%**.
5. The maximum school building aid grant shall not exceed **\$15,769,580**. This amount represents the *maximum* amount of building aid this Project is eligible for. The *actual* amount of building aid will be calculated upon completion of the Project and review of the [Request for Final Building Aid Payment form](#) submitted by the district. Reductions may be made per RSA 198:15 and Ed 321, including but not limited to, maximum allowable space further exceeded, maximum allowable construction costs exceeded, maximum site size exceeded, ineligible funds applied, and ineligible use of space.
6. Proof of approval from the district’s legislative body to construct the Project shall be submitted to the department no later than **May 1, 2023** to be eligible for FY24 building aid. If proof of approval is not submitted by the deadline, funding will be offered to the next highest ranked project. This process will be repeated in FY25, subject to the availability of funds, starting with the highest ranked project.
7. If the Project is funded, the department shall disburse 80% of the maximum school building aid grant, upon receipt of items 1 through 7 listed in attachment A. Items 1 through 7 listed in

## SCHOOL BUILDING AID NOTICE OF INTENT TO FUND

attachment A must be complete prior to **June 30, 2024** to continue to be eligible for FY24 building aid.

8. Per Ed 321.24 (a) School building aid grants shall be subject to the maximum allowable construction cost under RSA 198:15-b,IV(a).
9. Based on your application, you have estimated construction costs at \$300 per square foot. The maximum cost standards in effect at the time general contract work begins shall be used for the purposes of determining school building aid grants, per RSA 198:15-b, IV (c). The construction cost standard for an elementary school located in Strafford County was **\$225 per square foot** as of October 2022. This amount will be indexed to the month construction begins. These cost limits apply to the gross building size of newly constructed areas and do not include planning, design, furniture, fixtures, equipment, and site work. For more details see the Maximum Allowable Costs for School Construction online here: <https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/school-safety-and-facility-management-bureau>.
10. In accordance with RSA 198:15-b, IV (d) and Ed 321.24(d), the district may request a waiver under Ed 321.28 for the maximum construction cost allowed under Ed 321.24.
11. Eligible project costs are limited to the construction or reconstruction of spaces used for K-12 educational purposes. For example, preschool space is not eligible for building aid. If any space is constructed or renovated for preschool, it will be prorated out based on the total cost per square foot reported on the Request for Final Building Aid Payment form.
12. Educational Capacity for this project is **422** designed with a **95%** utilization rate. This is based on a calculated design capacity of 400 students. This project includes the consolidation of two elementary schools, Nancy Loud School and School Street School, and the closing of the modular buildings at William Allen School and Chamberlin Street School. The student enrollment shifted to the new elementary school will be at a minimum of 303 students based on the closing of these two schools and the above-mentioned modular buildings. In addition, Rochester School District's goal is to reduce overcrowding at other district elementary schools by shifting more students to the new school. The redistricting to this new school is not known at this time. For these reasons, the Department calculated the design capacity as follows: total number of classrooms proposed (20) times average number of students per classroom (20) for a total of 400 students. The district average classroom size is currently 18 students. This design capacity may be reduced based on final plans, number of students per classroom, and eligibility (e.g., preschool classrooms are not eligible for building aid and would reduce the K-12 design capacity calculation for the new school).
13. Based on your application, you have proposed to construct a 68,000 square foot building. The maximum gross square footage is set at **120 square feet per pupil**, per RSA 198:15-b, IV (b)(1) and Ed 321.06. Based on an educational capacity of 422, the maximum gross square footage eligible for building aid is **50,640 square feet**. Excess space will be prorated out based on the total cost per square foot reported on the Request for Final Building Aid Payment form.

## SCHOOL BUILDING AID NOTICE OF INTENT TO FUND

14. At this time no waivers have been approved by the department.
15. Prior to construction, the [School Building Aid Application Site Addendum](#) must be submitted to NHED for review and approval. The selected site must meet Ed 321.03, Ed 321.04, and Ed 321.12(j).
16. Final approval shall be granted after the project is complete and the remaining items listed in attachment A have been reviewed and approved by the department. The department shall disperse the remaining 20% of the maximum school building aid grant less any items deemed ineligible for school building aid. In the event that the total eligible project costs times the building aid rate results in a lower grant amount than the initial disbursement, the school district shall be required to repay the State the grant amount received in excess.
17. A school district that discontinues the use of the facility within 20 years shall be required to repay the state 100 percent of the building aid grant received, per RSA 198:15-a, III. Upon showing good cause, the department may waive this penalty.
18. Facilities constructed using school building aid grants shall only be used as instructional spaces for kindergarten through grade 12, per RSA 198:15-a, III.
19. Funds received from charitable trusts, bequests, gifts, insurance policies, federal grants, or grants from other state programs shall be subtracted from total project costs when computing the eligible amount for a building aid grant, per RSA 198:15-b I(a)(2)(E).
20. This project is subject to all of RSA 198:15, School Building Aid, and may be affected by legislative changes.
21. Per RSA 198:15-c IV, a school district that accepts school building aid for construction shall engage the services of a project manager for construction or reconstruction projects of \$1,000,000 or more.
22. Per Ed 321.17 (e), construction documents shall require the HVAC contractor to provide the school maintenance personnel with record drawings, appropriate training, operating and maintenance manuals, and any other relevant information concerning the HVAC systems and components thereof.
23. Per Ed 321.17 (f), construction documents shall require a formal commissioning process for HVAC systems start-up and initial operation. At a minimum, the construction documents shall identify the requirement for the development of a written commissioning plan specific to the project. The commissioning plan shall identify a process of ensuring that prior to completion of a construction project, new and/or modified HVAC systems perform in accordance with the design intent and the construction documents. The commissioning process shall include, but shall not be limited to, verification and functional performance testing on all HVAC equipment and controls, in all operating modes.

**SCHOOL BUILDING AID  
NOTICE OF INTENT TO FUND**

- 24. Per RSA 485:17-a, schools are required to test for lead in drinking water at all locations where water is available for consumption by children. New facilities must be tested prior to student occupancy. Action must be taken when results show lead levels at or above 5 parts per billion (ppb).
- 25. Prior to occupancy facility, the district must provide updated floor plans to local emergency personnel and update the Emergency Operations Plan on file with Homeland Security and Emergency Management.
- 26. Per Ed 321.22, school districts shall submit quarterly project status reports to the department until completion of the project. The department will reach out with the report to be completed shortly before the end of each quarter.
- 27. The above items do not include all pertinent restrictions of building aid grants and it is the responsibility of the applicant to understand and follow all regulations, including but not limited to RSA 198 and Ed 321.

If you have any questions, please do not hesitate to contact me at (603) 271- 2037 or [amy.c.clark@doe.nh.gov](mailto:amy.c.clark@doe.nh.gov). Thank you.

Signature: *Amy C. Clark* Date: Mar 14, 2023  
 Amy C. Clark, Administrator  
 Bureau of School Safety and Facility Management

Signature: *[Handwritten Signature]* Date: 3-13-23  
 Superintendent

## SCHOOL BUILDING AID NOTICE OF INTENT TO FUND

### How your maximum eligible building aid was calculated:

A	\$33,618,000	Total Cost of Project (reported in Building Aid Application section I)
B	\$4,885,000	Total Cost of Site Acquisition & Dev (reported in Building Aid Application section I)
C	\$28,733,000	Total Cost of Project, Less Total Cost of Site Acquisition & Development; A-B
D	\$20,400,000	Const. Costs for New Space (reported in Building Aid Application section I)
E	400	Design Capacity (reported in Building Aid Application section B)
F	0.95	Utilization Rate (Ed 321.09 - 0.95 for Elementary Schools)
G	422	Educational Capacity; E/F
H	120	Maximum Allowable Square Footage per Pupil - See Ed 321.06 for proper selection.
I	68,000	Total Prop. Area in SF Feet to be Constructed (reported in B.A. Application section H)
J	50,640	Max. Area in SF Allowed to be Const. in the Past 35 Years; H*G (per Ed 321.06 (f))
K	-	Area in SF that was Constructed in the Past 35 Years using School Building Aid
L	50,640	Remaining Area Eligible for Building Aid in Square Feet; J-K
M	17,360	Area in Square Feet that is Ineligible for Building Aid; I-L
N	-	Total Proposed Renovated Area in SF (reported in Building Aid Application section H)
O	TBD	ESTIMATED Maximum Allowable Construction Costs per Square Foot (see Ed 321.24)
P	\$300	Cost of Construction for New Space (\$/sf); D/I
Q	\$0	Overage - Construction Cost for New Space per SF not Eligible for Building Aid; P-O
R	\$423	Total Project Cost per SF, Less Total Cost of Site Acquisition & Development; C/I
S	TBD	Total Anticipated Funding Sources Ineligible (see section J in Building Aid application)
T	\$33,618,000	Total Cost of Project; A
U	-\$7,335,366	Eligibility reduction – <b>Max. SF Exceeded (applied to area beyond max allowable); (I-J)*R</b>
V	\$0	Eligibility reduction – <b>Max. SF Exceeded (applied to area built in past 35 years); K*R</b>
W	Unknown	Eligibility reduction - <b>Maximum Construction Costs Exceeded (applied to eligible area); L*Q</b>
X	Unknown	Eligibility reduction - <b>Maximum Site Size Exceeded; (see Ed 321.03 and Ed 321.04)</b>
Y	Unknown	Eligibility reduction - <b>Ineligible Funding Sources;</b>
Z	Unknown	Other reductions.
AA	\$26,282,634	Total Project Costs Eligible for Building Aid (sum of T-Z)
AB	60%	District Building Aid Rate

\$15,769,580	<b>Maximum Building Aid award; AA*Rate</b>
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The actual amount of building aid will be calculated upon completion of the Project and review of the [Request for Final Building Aid Payment form](#) submitted by the district. The total building aid award shall be the building aid rate times the total eligible project costs, or the maximum building aid award, whichever is lower.

**SCHOOL BUILDING AID  
NOTICE OF INTENT TO FUND**

**ATTACHMENT A**

**Items required prior to receiving first building aid payment – must submit prior to June 30, 2024 for FY24 aid**

- 1a.  Complete building aid application
- 1b.  Complete Site Addendum
- 1c.  NHDHR Project Review results
- 2  Minutes from town meeting or city council approving expenditure
- 3  Proof of successful town vote
- 4  Proof of funding (bond schedule, capital revenue expenditures, operating budget, etc.)
- 5  Detailed drawings and technical specifications
- 6  Letter from the State Fire Marshal's Office approving construction (Ed 321.13)
- 7  Signed contract for work to be done

**Items required prior to receiving final building aid payment**

- 8  Final building aid application. The application can be downloaded from [here](#).
- 9  Invoices
- 10  Invoices listed in the Cost Summary Spreadsheet. The spreadsheet can be downloaded from [here](#).
- 11  Final plans, bearing the stamp of a registered architect or engineer
- 12  Updated educational specifications, if applicable (electronic copy only)
- 13  Maintenance Plan meeting RSA 198:15-b I-a.
- 14  Commissioning plan, if applicable
- 15  Application for energy efficiency reimbursement programs (RSA 198:15-c I)
- 16  Copy of the food service license, if applicable (RSA 143-A)
- 17  A copy of the septic system approval by DES, if applicable (Env-Wq 1000)
- 18  A copy of the water system design approval by Drinking Water & Groundwater Bureau at DES (Env-Dw 406)
- 19  A statement that the drinking water has been tested for lead in accordance with RSA 485:17-a.
- 20  A statement that an updated Emergency Operations Plan (EOP) has been submitted to Homeland Security and Emergency Management, and updated floor plans have been submitted to local emergency personnel.

**Submit a letter signed by a licensed architect or engineer stating that the design meets the following:**

- 21  No asbestos containing material was used in construction (15 U.S.C. § 2641-2656)
- 22  Project meets the state building code (RSA 155A)
- 23  Project meets the definition of the state building energy code (RSA 155-A:1, IV)
- 24  Project meets the barrier free access regulations (Abfd 303)
- 25  Project meets the acoustical standards (Ed 321.20)
- 26  Project meets the school building construction standards (Ed 321)

# updated signed intent to fund memo\_KMR (002)

Final Audit Report

2023-03-14

Created:	2023-03-14
By:	CARRIE GORMAN (carrie.gorman@doe.nh.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9L8uGKPmNWX9vsO9C0NtGxU38AQ07uh2

## "updated signed intent to fund memo\_KMR (002)" History

-  Document created by CARRIE GORMAN (carrie.gorman@doe.nh.gov)  
2023-03-14 - 11:40:58 AM GMT
-  Document emailed to Amy C. Clark (amy.c.clark@doe.nh.gov) for signature  
2023-03-14 - 11:42:26 AM GMT
-  Email viewed by Amy C. Clark (amy.c.clark@doe.nh.gov)  
2023-03-14 - 12:28:24 PM GMT
-  Document e-signed by Amy C. Clark (amy.c.clark@doe.nh.gov)  
Signature Date: 2023-03-14 - 12:28:32 PM GMT - Time Source: server
-  Agreement completed.  
2023-03-14 - 12:28:32 PM GMT



**Frank Edelblut**  
Commissioner

**Christine M. Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
25 Hall Street  
Concord, NH 03301  
TEL. (603) 271-3495

July 1, 2023

Kyle Repucci, Superintendent  
SAU 54  
Rochester School Department  
150 Wakefield St, Suite #8  
Rochester, NH 03867

Subject: Building Aid Notice of Approval

Dear Superintendent Repucci,

Congratulations! The State budget for fiscal years 2024 and 2025 have building aid funds for Rochester School District's building aid project, as identified in the building aid application submitted by the district and signed on October 14, 2022.

As detailed in the Intent to Fund letter sent on January 10, 2023, the maximum building aid award for this project is \$15,769,580. Eighty percent of this award shall be paid after receipt and verification of documents 1a through 7 listed in the attached copy of the Intent to Fund Letter (see Attachment A). To continue to be eligible for state building aid, these documents must be submitted to our office by **June 30, 2024**.

The remaining award balance shall be paid upon completion of the project. Below is the approved application project payment summary:

Approved allowable project cost:	\$26,282,634.00
Building aid rate:	60%
Maximum building aid award (approved project cost x building aid rate):	\$15,769,580.40
Anticipated first payment (FY24):	\$12,615,664.32
Estimated balance due after completion of project <sup>1</sup> :	\$3,153,916.08

1. The department shall disperse the remaining 20% of the maximum award less any items deemed ineligible for building aid. See Intent to Fund letter for more details.

Please feel free to reach out with any questions. And again, congratulations on this exciting project!

Regards,

*Amy C. Clark*

Amy C. Clark

# FINANCE COMMITTEE

## Agenda Item

10/12/2023

**Agenda Item Name:** General Fund Unassigned Fund Balance-School New Building

**Name of Person Submitting Item** Mark Sullivan, Deputy Finance Director

**E-mail Address:** mark.sullivan @rochesternh.gov

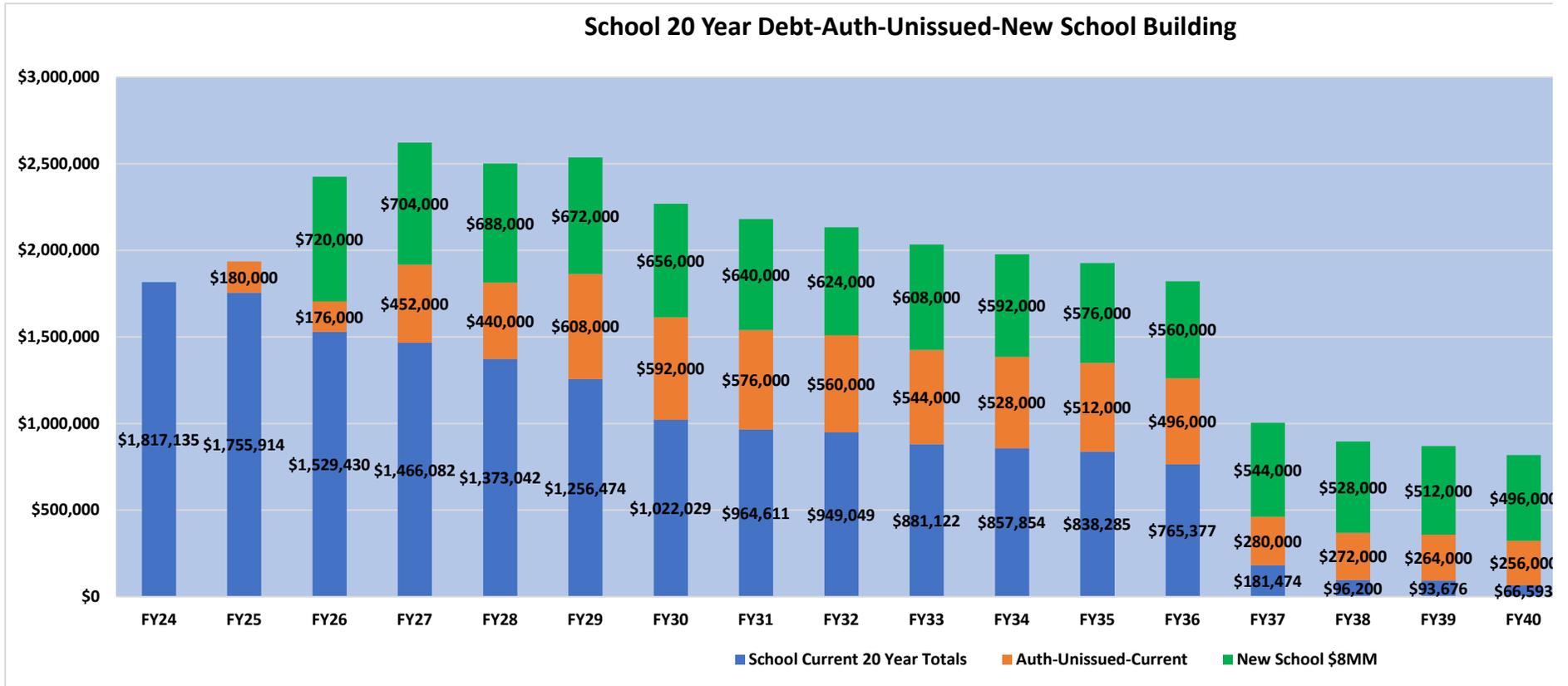
**Meeting Date Requested:** 9-12-23

**Issue Summary:** The School Department is preparing for the new school build. The estimated budget is \$34MM. The FYE23 estimated General Fund Unassigned Fund balance is \$37,873,654, or 33% of General Fund expenditures. The General Fund Unassigned Fund balance policy range is 8% to 17% of expenditures. It is recommended that General Fund Unassigned Fund Balance of \$7,540,420 be approved as a funding source for this project. This will assist the School Dept in maintaining a more stable debt burden. Below is summary of the project revenue sources.

<b>Estimated New School Project Cost</b>	<b>\$34,000,000</b>
State of NH Building Aid-Funding	-\$15,769,580
Local School Building Aid CRF Funding	-\$1,290,000
State of NH Adequacy-Additional Funding	-\$1,400,000
Bond Funding	-\$8,000,000
Unassigned Fund Balance-Funding	-\$7,540,420

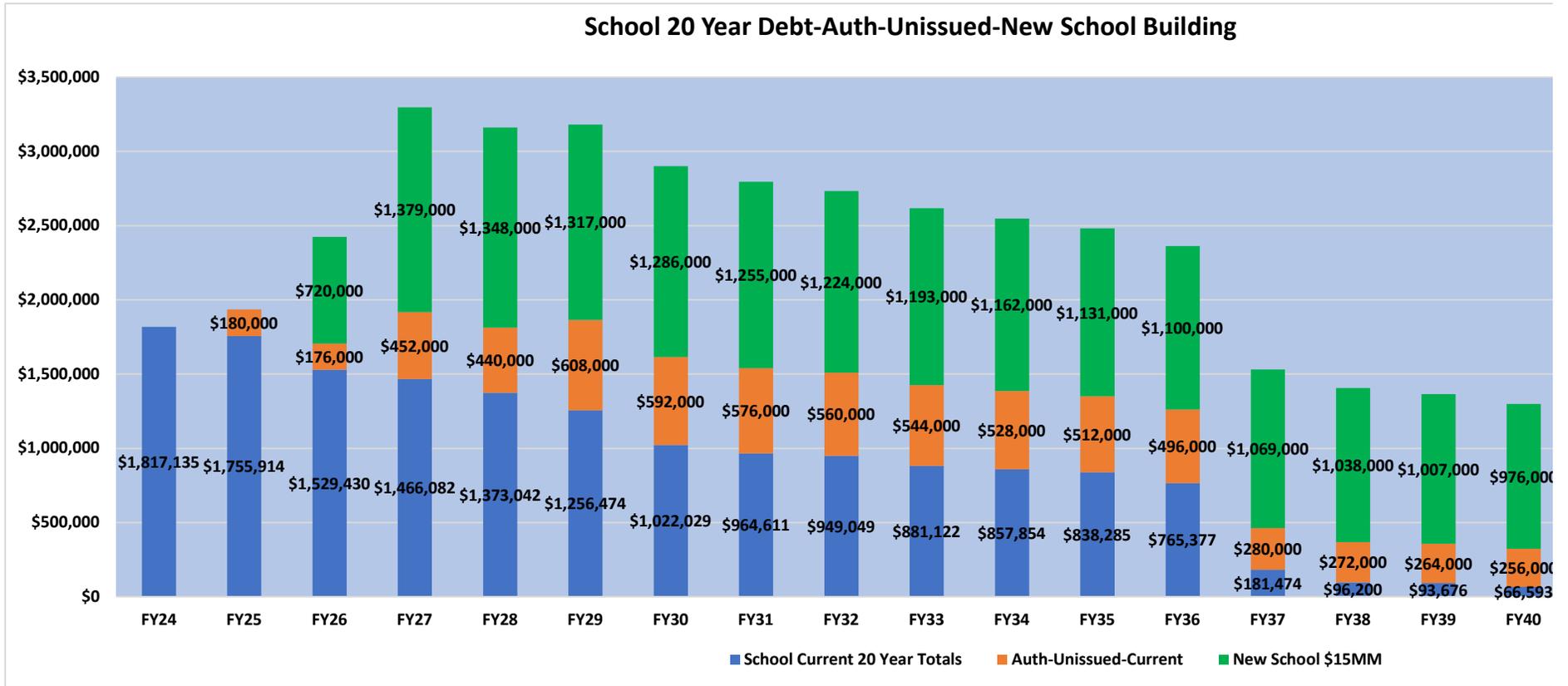
The use of General Fund Unassigned Fund balance will avoid additional annual debt payments of over \$600,000. Moreover, \$3,000,000 of interest expenses, assuming 20 year bond at 4% interest, will also be avoided. Enclosed are two debt service projections. Projection A demonstrates the School debt burden with the unassigned fund balance, Projection B demonstrates impact if bonding is increased to \$15.5MM. Projection A maintains annual debt service in the \$2.5MM range until 2030. The debt burden begins decreasing 2031, and reaches the \$2MM threshold in 2033. Projection B indicates annual debt service will exceed \$3MM annually through 2030, and will not retreat to the \$2.5MM threshold until 2035.

**Recommended Action:** Motion to Recommend to Full Council for Approval



PROJECTION B-\$15MM BONDING

10/12/2023



**Resolution Authorizing Transfer of \$250,000 from the General Fund Unassigned Fund Balance to the Trustees of Trust Funds for the Public Works Large Vehicle Capital Reserve Fund (CRF)**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester hereby transfer Two Hundred Fifty Thousand Dollars (\$250,000) to the Trustees of the Trust Funds for the purpose of funding the Public Works Large Vehicles CRF. The source of funding shall be the General Fund Unassigned Fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office

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**Resolution Authorizing Transfer of \$250,000 from the General Fund Unassigned Fund Balance to the Trustees of Trust Funds for the Fire Department Apparatus Capital Reserve Fund (CRF)**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester hereby transfer Two Hundred Fifty Thousand Dollars (\$250,000) to the Trustees of the Trust Funds for the purpose of funding the Fire Department Apparatus CRF. The source of funding shall be the General Fund Unassigned Fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office

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**Resolution Authorizing Transfer of \$250,000 from the General Fund Unassigned Fund Balance to the Trustees of Trust Funds for the Public Buildings Capital Reserve Fund (CRF)**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester hereby transfer Two Hundred Fifty Thousand Dollars (\$250,000) to the Trustees of the Trust Funds for the purpose of funding the Public Buildings CRF. The source of funding shall be the General Fund Unassigned Fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office

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### City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT	<b>City Capital Reserve Funds- FY24 Funding</b>
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>	* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--	--

AGENDA DATE	<b>10-3-23</b>		
DEPT. HEAD SIGNATURE	Submitted by: Mark Sullivan Deputy Finance Director		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee endorsed 9-12-23
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Unassigned Fund Balance
ACCOUNT NUMBER	
AMOUNT	\$750,000
	Three separate \$250,000 Resolution
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

City Council
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**SUMMARY STATEMENT**

10/12/2023

The annual recommendation to the City's three Capital Reserve Funds (CRF) was not presented during the FY24 Budget sessions. The recommended plan is to continue funding the CRF's on an annual basis and get the funds in position for draw requests in the FY26 budget. Below are the CRF's balances as of 8-31-23. Interest earnings are trending at 3%.

Public Works Large Vehicles: \$513,695

Fire Apparatus: \$513,695

Public Buildings: \$513,695

Recommend funding each CRF with \$250,000, grand total Use of General Fund Unassigned Fund Balance \$750,000.

Finance Committee endorsed the request of \$750,000 for the three CRF's on September 12, 2023. There will be (3) separate resolutions, one for each CRF.

**RECOMMENDED ACTION**

Council Approval Recommended

**Resolution Authorizing Donation to the Veterans of Foreign Wars (VFW) Concord  
in the amount of \$49,640.57**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the City of Rochester hereby makes a donation to the Veterans of Foreign Wars (VFW)-Concord in the amount of Forty Nine Thousand Six Hundred Forty Dollars and Fifty Seven Cents (\$49,640.47). The source of funds shall be derived from General Fund Unassigned Fund Balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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left blank...*

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City Clerk's Office

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### City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT	<b>Veterans of Foreign Wars (VFW) Donation</b>
----------------	--

COUNCIL ACTION ITEM <input checked="" type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

AGENDA DATE	<b>10-3-23</b>		
DEPT. HEAD SIGNATURE	Submitted by: Mark Sullivan Deputy Finance Director		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE	Council endorsed 12-20-22
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS General Fund Unassigned Fund Balance	
ACCOUNT NUMBER	
AMOUNT \$49,640.57	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

City Council
--------------

**SUMMARY STATEMENT**

10/12/2023

At the December 20, 2022 Council meeting the issue of the VFW unpaid property taxes at the 43 Highland St location was discussed. The location had be closed for many years. Mayor Callaghan explained that there are specific criteria that need to be considered when discussing the VFW tax issue. The City Council does not have the authority to waive interest on tax liens; only the Tax Collector has the ability to issue such a waiver. If the Council does wish to pursue action, the process would be as follows: The VFW would sell the property at 43 Highland Street and pay the City the back taxes. The City Council could then vote to appropriate a donation to the VFW in the amount of the back taxes, which are currently at \$43,650.53, and there would be a check issued to the VFW. On September 6, 2023 theTax Collector received funds of \$49,640.57 from VFW for Tax Liens Years 2020-2023.

**RECOMMENDED ACTION**

Council Approval Recommended



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT
----------------

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---

AGENDA DATE	
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

--

**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

10/12/2023



Over \$2 Billion and Counting for our Schools

July 31, 2019

GOVERNOR Christopher T. Sununu  
CHAIRMAN Debra M. Douglas  
COMMISSIONER Paul J. Holloway  
COMMISSIONER J. Christopher Williams  
EXECUTIVE DIRECTOR Charles R. McIntyre

CITY OF ROCHESTER  
AUG 5 2019  
City Manager  
ROCHESTER

City Manager Blaine Cox  
City of Rochester  
31 Wakefield Street  
Rochester, NH 03867

Dear City Manager Cox,

As you may be aware, House Bill 480 was recently signed into law legalizing sports betting in New Hampshire. The Lottery Commission's division of sports wagering will conduct and regulate sports betting in the state, which is allowed through various channels, including at up to ten sports book retail locations.

We anticipate launching sports betting platforms in early 2020 following the selection process for online vendors and retailers. While we cannot predict if the physical sports books will be stand-alone or co-located within other commercial businesses, we do expect retailers to apply in metropolitan areas – and they can only conduct sports book operations in municipalities that have voted to allow it.

In a process identical to that allowing Keno, cities have the option to put the question to voters whether to permit the operation of sports book retail locations within the municipality. Given the launch schedule and the anticipated demand by players, I respectfully recommend the City Council place HB 480 on the ballot for voters to decide this fall. This does not mean that a business will apply within your city for one of the ten available sports book locations, but this suggestion is being made so that if a retailer does wish to apply, they would not have to wait two years until the election of 2021 before they could engage in the activity.

Be assured that if the City votes to allow the operation of sport books and an establishment is selected by the Lottery Commission, the City must grant that establishment approval before the Lottery will permit that location to begin operations.

The local option section of House Bill 480 is enclosed for your reference. My staff is standing by to answer any questions you may have, and will do our best to attend an upcoming City Council meeting at your request.

Respectfully,

Charlie McIntyre  
Executive Director

Enclosure



Live Free or Die

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.552.2964 www.nhlottery.com

**CHAPTER 215**  
**HB 480-FN - FINAL VERSION EXCERPT**

*For the full text of HB 480: [www.gencourt.state.nh.us/bill\\_status/billText.aspx?sy=2019&id=217&txtFormat=html](http://www.gencourt.state.nh.us/bill_status/billText.aspx?sy=2019&id=217&txtFormat=html)*

**HOUSE BILL 480-FN**

AN ACT relative to sports betting.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

215:1 New Chapter; Sports Betting. Amend RSA by inserting after chapter 287-H the following new chapter:  
CHAPTER 287-I SPORTS BETTING

287-I:5 Sports Book Retail Operations. The commission and its agents are further authorized to operate physical sports book retail locations within the state for the purposes of accepting tier I and tier III sports wagers from authorized bettors and paying prizes relating to those wagers. The sports book retail locations may be co-located with other commercial businesses or general commercial retail locations. No more than 10 sports book retail locations may be in operation at any given time.

287-I:6 Local Option for Operation of Sports Book Retail Locations.

I. Any town or city may allow the operation of a sports book retail location according to the provisions of this subdivision, in the following manner, excepting that nothing in this section shall be construed to prohibit Internet or mobile wagering or lottery games involving tier III sports wagers in the jurisdiction, if so authorized by the passage of this statute.

(a) In a town, the question shall be placed on the warrant of an annual town meeting under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative body may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 25 of the registered voters.

(b) The selectmen, aldermen, or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(c) The wording of the question shall be substantially as follows: "Shall we allow the operation of sports book retail locations within the town or city?"

II. If a majority of those voting on the question vote "Yes", sports book retail locations may be operated within the town or city.

III. If the question is not approved, the question may later be voted upon according to the provisions of paragraph I at the next annual town meeting or regular municipal election.

IV. A municipality that has voted to allow the operation of sports book retail locations may consider rescinding its action in the manner described in paragraph I of this section.

V. An unincorporated place may allow the operation of a physical sports book retail location by majority vote of the county delegation, after a public hearing is held.

VI. The commission shall maintain a list of municipalities where sports book retail locations may be placed into operation.



Over \$2 Billion and Counting for our Schools

Pursuant to RSA 287-I the New Hampshire Lottery Commission (“Lottery”) has been authorized to conduct and regulate sports wagering within the State of New Hampshire through the use of contracted agents and vendors. This legislation, enacted as House Bill 480 (HB 480), allows three channels of sports wagering: internet mobile platform, physical sports book retail locations, and traditional lottery retailers. By law, all revenues raised by Lottery Commission must go to Education.

The information in this document is a brief overview and is intended to answer questions city leadership and voters may have about the law.

**Q. How and where will players place bets?**

A. There will be three platforms (channels):

- Internet mobile platform, available throughout the State and accessed on computer and mobile devices similar to iLottery. Only players physically located within the borders of New Hampshire will be able to place wagers, deposit money, or withdraw money through the mobile application.
- Physical sports books, at up to ten retail locations, which may be stand-alone or collocated in other businesses.
- Traditional lottery retail locations.

**Q. What type of sports wagering bets will New Hampshire allow?**

A. The term sports wagering shall include, but not be limited to, single game bets, teaser bets, parlays, over-under bets, money line bets, pools, exchange wagering, in game wagering, in-play bets, proposition bets, and straight bets.

**Q. What type of sports wagering will New Hampshire prohibit?**

A. All high school sports events, amateur sports events where the participants are generally under the age of 18, collegiate events involving a team from New Hampshire or occurring in New Hampshire. Wagers may be accepted on tournaments in which a New Hampshire college participates, so long as wagers are not accepted only on the game involving a New Hampshire team.

**Q. Who can participate in sports wagering? Who is prohibited?**

A. Anyone 18 or older can place a wager. Prohibited sports bettors include Lottery employees and members of their household; contractors and agents of sports wagering in the State; or athlete, agent, employee, officiant, coach, or official of a sport governing body on a team for which a wager can be made.

**Q. How does the new law regarding sports wagering affect municipalities?**

A. Municipalities must vote on whether to permit the operation of sports book retail locations within the city or town. If a municipality chooses not to put the question to voters, or if the question does not pass a vote, a retail sports book will not be permitted in that city or town. In a town, the question of allowing a physical sports book may be placed on the warrant for an annual town meeting, “and shall be voted on by ballot.” In a city, it may be placed on the official ballot for any regular municipal election.

If a majority of those voting on the question vote in the affirmative, retail sports books may be operated within the town or city.

**Q. If the municipality passes sports betting, does that mean a sports book will be located in the city?**

A. Not necessarily; a business may not apply to operate within your city for one of the ten available sports book locations. The Lottery Commission will select retail locations that make the most sense for the State and municipalities. The cities/towns must grant approval for each location before the Lottery will permit them to begin operations.

**Q. Where does the money go?**

A. The proceeds received by the commission from sports wagering, less the administrative costs of the commission, prizes paid, and payments for problem gambling services, shall be deposited in the education trust fund.

**Q. What is the process for getting the question onto the ballot or warrant? Is it up to the governing body, or can citizens petition to have it included?**

A. The short answer is either one. Here is the longer answer:

For towns: The law says the question "shall be placed on the warrant of an annual town meeting under the procedure set out in RSA 39:3, and shall be voted on a ballot." That is the statute that authorizes citizens to submit a warrant article by petition (signed by at least 25 voters or two percent of the registered voters), so one might conclude that *only* the citizens, not the selectmen, may initiate the warrant article. However, RSA 31:131 states, "Any question which an enabling statute authorizes to be placed in the warrant for a town meeting by petition may also be inserted by the selectmen, even in the absence of any petition." Thus, the selectmen may place the question on the warrant at their own initiative, and they *must* place it on the warrant if a valid petition is received under RSA 39:3.

For cities: The new law states that the legislative body (city council or board of aldermen) "may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any municipal election upon submission to the legislative body of a petition signed by 25 of the registered voters."

**Q. So the governing body is not required to put the question on the ballot unless it receives a citizen petition?**

A. Correct. In the absence of a citizen petition, the governing body *may* place the question on the ballot (or the warrant), at its sole discretion. If a valid citizen petition is received, the governing body *must* submit the question to the voters.

**Q. If the question is placed on the warrant for a town meeting, should it go on the official ballot?**

A. It depends. Of course, if a town has adopted the official ballot referendum (SB 2) form of town meeting, *all* questions must go on the official ballot.

In a town with a traditional (non-SB 2) town meeting, the question *may* be, but is not *required* to be, placed on the official ballot. This is because the new law specifies the form of the question and says that

it will be "voted on a ballot," but does not use the term "*official* ballot." Under RSA 39:3-d, II, any law that prescribes the wording of a question, but does not use the term "official ballot," is deemed to "authorize, but not require, the use of the official ballot for that question, unless a contrary intent is specified."

RSA 39:3-d, II, goes on to say that if the question is *not* placed on the official ballot, "the prescribed wording shall be placed in the warrant, and may also be placed upon a preprinted ballot to be acted upon in open meeting in the same manner as a secret 'yes-no' ballot." Although the statute says the question *may* be placed on a preprinted ballot, HB 480 says the question *shall* be voted on by ballot, so there is no discretion. Thus, if the question is not placed on the *official* ballot, it must be voted on by "unofficial" written ballot at the open meeting.

In short, non-SB 2 towns have a choice: put the question on the official ballot, or put it on the warrant and vote on it by written ballot at the open meeting.

**Q. What exactly is "the question" that should go on the ballot or warrant?**

A. The law states, "The wording of the question shall be substantially as follows: 'Shall we allow the operation of sports book retail locations within the town or city?'"

**Q. Must it be stated exactly in that manner?**

A. No, not *exactly*. Note that the law says "substantially." Further, RSA 31:130 states, "The forms of questions prescribed by municipal enabling statutes shall be deemed advisory only, and municipal legislation shall not be declared invalid for failure to conform to the precise wording of any question prescribed for submission to voters, so long as the action taken is within the scope of, and consistent with the intent of, the enabling statute or statutes." So, for example, there would be nothing wrong with omitting the words "town or" when the question is placed on the ballot in a city, or omitting the words "or city" on a town meeting warrant.

**Q. In an SB 2 town, the question would be placed on the warrant that goes to the deliberative session. May the deliberative session amend the question?**

A. No. RSA 40:13, IV(a) states, "Warrant articles whose wording is prescribed by law shall not be amended" at the deliberative session. If the question is placed on the warrant, voters may discuss and debate it as much as they want at the deliberative session, but they may not amend it. The question must go on the official ballot "substantially" as provided in HB 480.

**Q. Can the governing body include an explanation of the issue along with the question on the warrant or ballot?**

A. No. This would be a supplement to the language required by the law, and is likely to be deemed inconsistent with the requirement that the question be "substantially" in the form stated in the law. If the question is going to be submitted, it should be as stated above, without anything extra. The time for explaining the issue to voters is at the hearing that is required before the vote. It also can be explained as part of the discussion at the deliberative session (in a SB 2 town) or at the town meeting (in a non-SB 2 town).

**Q. May the question be submitted at a special town meeting?**

A. No, the law specifically says the question shall be placed on the official ballot for any regular municipal election or at on the warrant of an annual town meeting.

**Q. When is the hearing required to be held? Is it different for a town and a city?**

A. For either a town or a city, the governing body must hold a hearing “at least 15 days but not more than 30 days before the question is to be voted on.” Notice of the hearing must be “posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.”

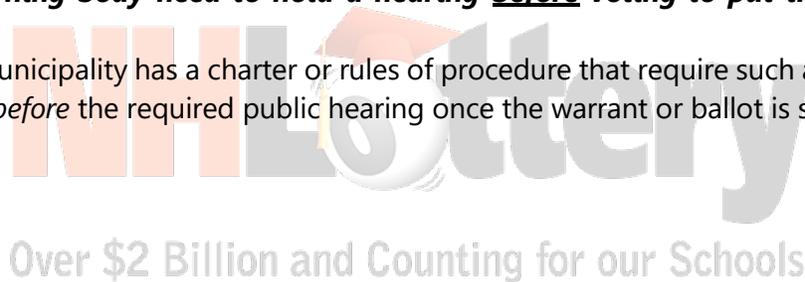
In a town, the date of the hearing will depend on the session at which the vote will be taken. In an SB 2 town, because the question will be on the official ballot, the hearing must be held 15 to 30 days before the second (voting) session—not before the deliberative session. In a town with a traditional town meeting, if the question is going to be on the official ballot, the hearing must be held 15 to 30 days before the voting session. If, instead, it is going to be voted on by written ballot at the open meeting, the hearing must be held 15 to 30 days before the meeting.

In a city, the hearing must be held 15 to 30 days before the municipal election at which the question will be on the ballot.

In all cases, be sure to post and publish the required notice of the hearing as stated above.

**Q. Does the governing body need to hold a hearing before voting to put the question on the ballot or warrant?**

A. No, unless the municipality has a charter or rules of procedure that require such a hearing. (Again, this refers to a hearing *before* the required public hearing once the warrant or ballot is set.)





### City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Workshop Meeting.**

AGENDA SUBJECT Adopt a Spots - Certificate Awards
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	October 17, 2023		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE original on file City Clerk's Office		
DATE SUBMITTED	September 11, 2023		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	<b>1</b>	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

The City Manager and Mayor annually award Adopt a Spot participants with the Certificates of Appreciation at the City Council Workshop in October. All of the present adopter's names are read aloud. Those in attendance shake hands with the City Manager and Mayor.

A list of expected attendees will follow 1 week prior to the meeting.

**RECOMMENDED ACTION**



## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

LEGAL AUTHORITY
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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



### City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT
----------------

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
---

AGENDA DATE	
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

# 2023

## **September Department Reports:**

- 7.1 Assessor's Office P. 51**
- 7.2 Building and Licensing Services P. 53**
- 7.3 City Clerk's Office P. 55**
- 7.4 Department of Public Works P. 59**
- 7.5 Economic & Community Development P. 69**
- 7.6 Finance Office P. 71**
- 7.7 Planning & Development Department **Forthcoming**\*\*\***
- 7.8 Recreation & Arena P. 77**
- 7.9 Rochester Fire Department P. 81**
- 7.10 Rochester Police Department P. 87**
- 7.11 Rochester Public Library P. 89**
- 7.12 Tax Collector's Office P. 93**
- 7.13 Welfare Department P. 95**

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City Clerk's Office

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# ROCHESTER ASSESSING DEPARTMENT

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Ashlynn Marshall, Assessor I

Date: September 10, 2023

Ref: September's Monthly Report for Assessing Department

## OVERVIEW

### 1. Personnel Updates

*Lauren Forte started with the Assessing Department on September 5, 2023, as an Assessor I.*

*Hollis McMullen had his last day with the Assessing Department on September 22, 2023.*

### 2. Notable Items Related to Ongoing Operations

*Permit-related inspections for 2023 tax season have been completed with subsequent data entry done.*

*Our office has received from the mapping company (CAI Technologies) all the associated data necessary and the updates to our physical and GIS online maps have been completed.*

*Approximately 100 Veteran second notice renewal letters were mailed to residents for the 5-year cycle. The office answered many phone calls and in person visits with regards to said letters with nearly all responded to by the recipients. A third round of letters will be generated and mailed in October.*

*The MS-1 form was finalized, signed by the Board of Assessors, and submitted to the NH Department of Revenue.*

*All sales continue to be validated in preparation of conducting a ratio study for equalization this fall.*

*Preparations are being made to conduct a full field review of all residential properties in anticipation of the upcoming Revaluation in 2024.*

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City Clerk's Office

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## BUILDING AND LICENSING SERVICES

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: September 1<sup>st</sup> through September 30<sup>th</sup>

Date: September 2023

Ref: Monthly Report for Building and Licensing Services

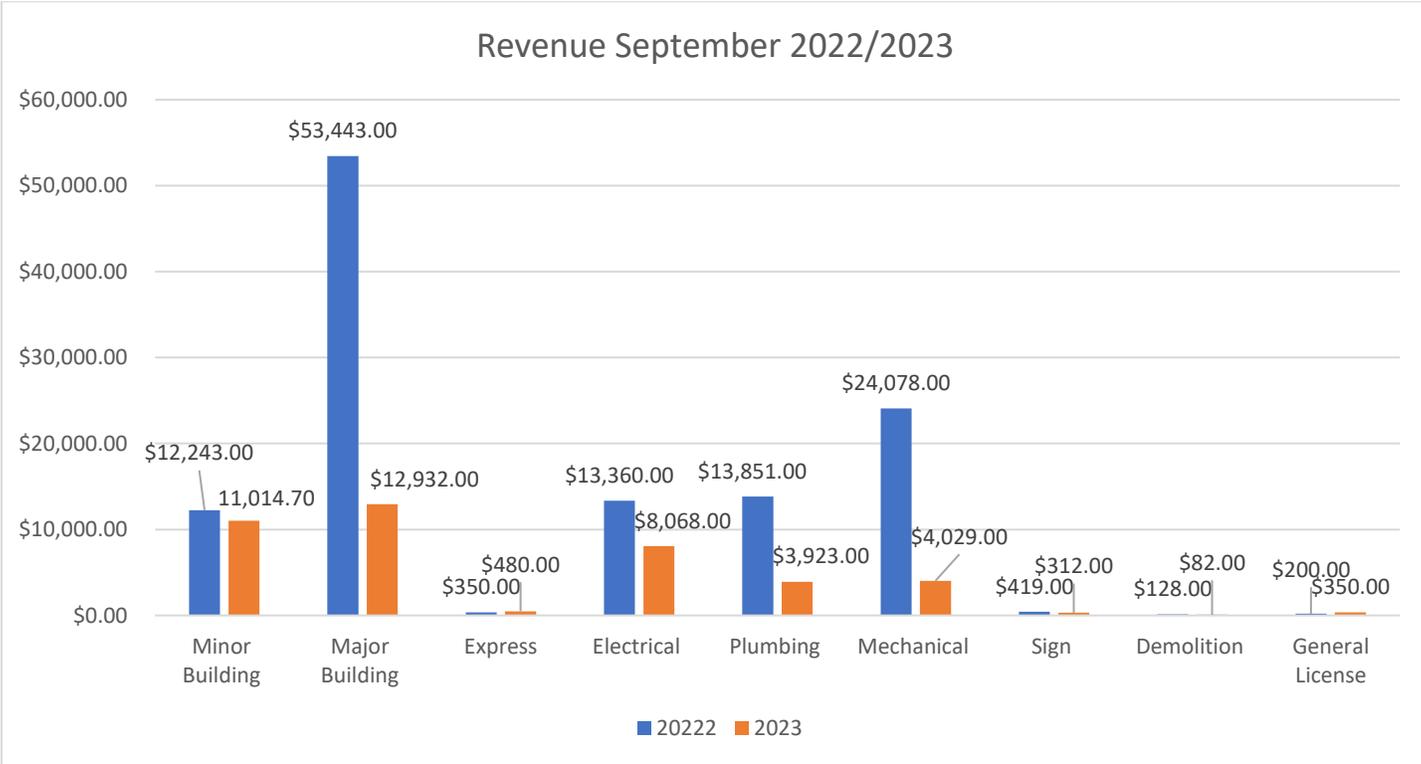
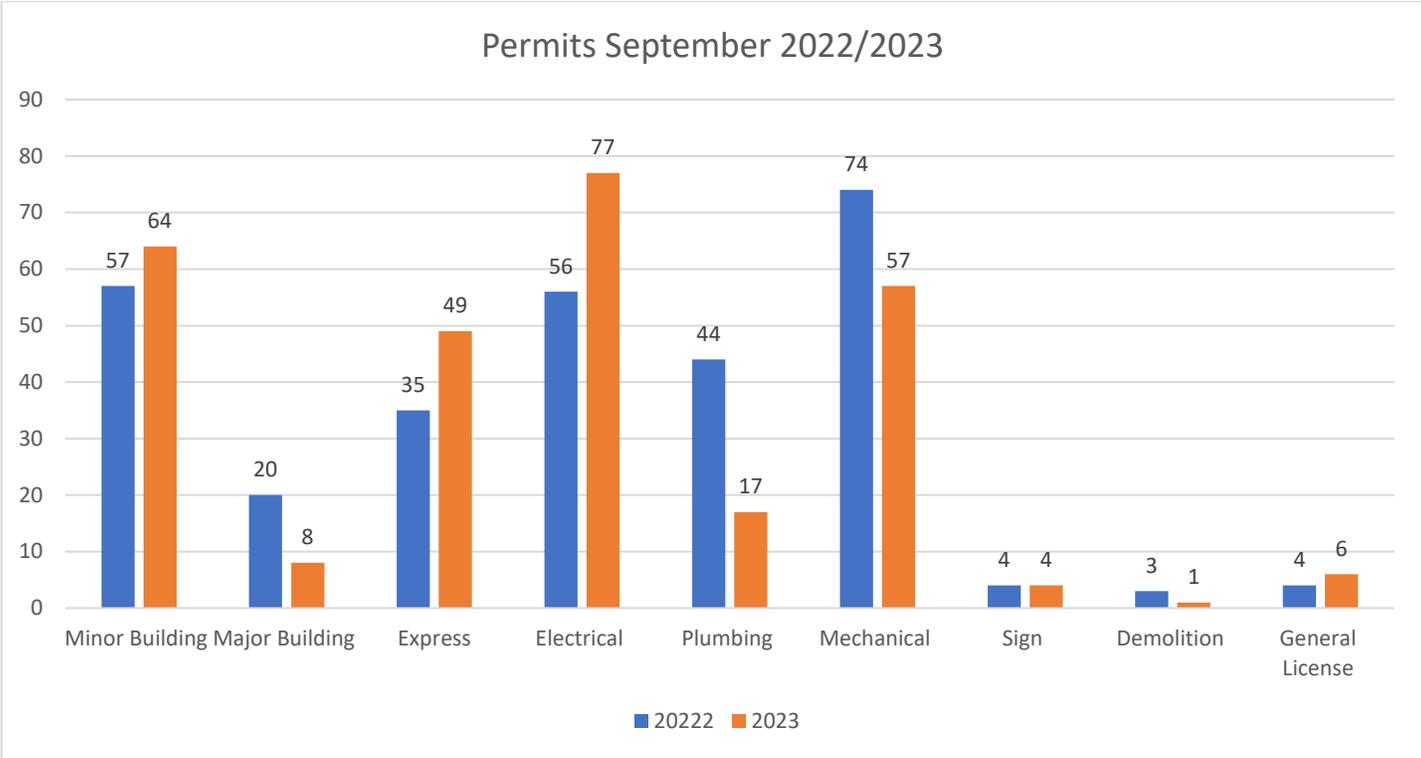
**OVERVIEW****1. Notable Items Related to Ongoing Operations**

The following data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.

**Department Revenue**

Permit Type	September 2023
Building Permits	\$24,820.70
Electrical Permits	\$8,068.00
Plumbing Permits	\$3,923.00
Fire Suppression Permits	\$ 0.00
Fire Alarm Permits	\$ .00
Sprinkler Permits	\$884.00
Mechanical Permits	\$4,029.00
Food Milk Licenses	\$350.00
Taxi Licenses	\$ .00
General Licenses	\$ .00
<b>Net Revenue</b>	<b>\$42,074.70</b>

2. Permit Break Down



# ROCHESTER CITY CLERK'S OFFICE

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: September 1, 2023 – September 30, 2023

Date: 10/10/2023

Ref: Monthly Report for the City Clerk's Office

## OVERVIEW

### 1. Vital Statistics Updates

11 babies were born to Rochester residents throughout the state of NH in the month of September.

32 resident deaths were reported in Rochester for the month of September.

8 couples celebrated their wedding ceremonies in Rochester during the month of September. Additionally, 11 Rochester couples married elsewhere in the State (coincidentally, these are the exact same figures for both in-City and throughout the State for the month of August).

### 2. Vital Records Revenue

The City Clerk staff issued 236 initial copies of vital records (birth, death, marriage, or divorce) and 197 subsequent copies of vital records. There were 26 marriage licenses issued by staff in September.

The chart below shows a comparison between revenue collected in September of 2023 versus September of 2022

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$2,284	\$2,351	\$2,873	\$2,367
Marriage Licenses:	\$1,161	\$189	\$1,118	\$182
<b>Total:</b>	<b>\$3,445</b>	<b>\$2,540</b>	<b>\$3,991</b>	<b>\$2,819</b>

### 3. Dog Licensing

The City Clerk's Office licensed 190 dogs in the month of September. There were \$2,066 in civil forfeiture fees and late fees collected this month.

The number of unlicensed dogs in our database is now just 266. This number is significantly lower than it has been historically at this time of year (with over 6,000 dogs residing in Rochester). This is in large part due to the efforts of the Animal Control Officer and staff sending postcards, emails, and calling individuals whose dogs remained unlicensed past the due date. Following the civil forfeiture process which took place in July and August, the Animal Control officer is preparing to issue summons for those dog owners who have not responded to previous correspondence and updated their dogs' license. As always, if a dog owner has moved out of the City or if their dog has passed away, they are not subject to these fees. The City Clerk's office will inactivate these accounts once notified.

### 4. Election Updates

The breakdown of registered voters in Rochester as of September 30, 2023 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,014	1,091	1,279	3,384
2	960	1,047	1,270	3,277
3	872	1,071	1,170	3,113
4	811	766	1,294	2,871
5	865	1,071	1,265	3,201
6	901	792	1,037	2,730
<b>Totals:</b>	<b>5,423</b>	<b>5,838</b>	<b>7,315</b>	<b>18,576</b>

There were 688 changes to the voter checklist in September, including 18 new voters not previously registered in Rochester, and 214 removals due to voter death or relocation out of the City of Rochester.

The filing period for the November 7, 2023 Municipal Election closed on Friday, September 25<sup>th</sup>. Click [here](#) for a list of candidates. The Chamber of Commerce will be holding a candidates forum on Monday, October 30 at 6:30 PM for all candidates running for City Council or Mayor. The candidates for School Board will have a separate forum hosted by Rochester Listens on Wednesday, October 25<sup>th</sup> at 6:30. Both of these candidate forums will be held in Council Chambers.

The Supervisors of the Checklist from all six Rochester wards met on Thursday, September 7<sup>th</sup> in City Hall. The supervisors finalized any changes, removals, or additions to the voter checklist (as shown in the chart above) before the close of the checklist throughout the duration of the filing period. Although no date had yet been set for the NH Presidential Primary, the Secretary of State's office has announced that the deadline for Party Affiliation Change in anticipation for this election will be Friday, October 6<sup>th</sup>. The Supervisors of the Checklist will be required to

meet again at 7:00 PM on the 6<sup>th</sup> in order to authorize any party affiliation changes as well as accepting any new voter registrations received by the City Clerk's Office after the September 7<sup>th</sup> Supervisor's Session. Voters registered as undeclared as of October 6<sup>th</sup> will have their choice of ballot at the yet-to-be-determined Primary election. Those registered within one of the two NH-recognized parties will be required to vote on that party's ballot.

The City Clerk's office is currently working on the NCOA (National Change of Address) process. This is a list supplied by the Secretary of State's office that shows voters who have changed addresses; whether it be out of City, State, or even those who have moved within their ward. The goal of this process is to remove voters from the checklist who no longer reside in the City and to retain the duly qualified voters on the checklist by updating their information. There were approximately 1,500 voters on this NCOA list, and Clerk staff is reviewing and taking action on these names to update our voter checklist.

## 5. Staff Training/Education

City Clerk Kelly Walters and Deputy City Clerk Cassie Givara completed the mandatory 1-day mental health first aid training, and both received their certification.

All City Clerk staff completed their required two-part sexual harassment prevention trainings.

All City Clerk Staff was graciously offered training by Deputy CIO Elizabeth Green to prepare us for the transition to Share Point on October 2nd.

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City Clerk's Office

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## **ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT**

**To: Katie Ambrose, City Manager**

**From: September 1, 2023-September 30, 2023**

**Date: October 6, 2023**

**Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION**

### **OVERVIEW**

#### **1. Personnel Updates**

The Highway / Fleet Division is fully staffed.

#### **2. Notable Items Related to Ongoing Operations**

Fleet division worked on several breakdowns and finished major repairs to several six-wheel dump trucks to get ready for state inspections. Preventative maintenance on vehicles was done and mechanics are still working on state inspections. Highway Staff repaired 3 storm water structures, potholes, did roadside tree work throughout the city and installed and repaired several signs throughout the city. Also, Highway staff completed 62 work orders and 56 service requests. Staff cleaned 65 catch basins throughout the city and inspected all preemptions within the city limits.



### 3. Notable Events Related to Unusual Operations

Highway staff has been busy with line painting intersections and crosswalks throughout the city. The crew ditched the side of Rochester Neck Road and paved the bad spots. Dirt roads were graded this month. Staff also scraped the edge of Champlain Ridge Road, repaired edge of road with hot top and hydro seeded also. We had to clean all catch basins in the downtown square from Styrofoam.

### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Staff will be continuing street sweeping, catch basin cleaning and finishing up line paint throughout the city. Staff will continue brushing with the flail mower throughout the city, will be starting some roadside ditching and will be starting to paint out catch basins throughout the city for winter maintenance.

### 5. Staff Kudos

I would like to say Kudos again to staff for the great day-to-day work and being short two staff members.

## **ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT**

**To: Katie Ambrose, City Manager**

**From: September 1, 2023-September 30, 2023**

**Date: October 6, 2023**

**Ref: Monthly Report for DPW – UTILITIES DIVISION**

### **OVERVIEW**

#### **1. Notable Items Related to Ongoing Operations**

Operators responded to and completed over 200 work orders and service requests.

A new acoustic pipeline inspection tool was received and placed into service. This device uses soundwaves to inspect sewer mains and greatly reduces fuel costs and wear and tear on our more costly CCTV Truck.

On Labor Day, a water main break at the intersection of Allen Street and Eastern Avenue left area customers without water for several hours.

Focus on eliminating sources of inflow detected by Weston and Sampson's I&I investigative work continued in September. Weston and Sampson's team estimates that the repairs made in September could eliminate over \$127,000 in transport and treatment costs over the next 20 years. This in house effort will continue.

Contractor support was provided on multiple projects including Route 202 water main, Woodman project & Colonial Pines.

## **2. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.**

Staffing shortages combined with almost daily emergency or unscheduled responses has delayed routine and necessary water distribution and sewer collection systems maintenance.

## **3. Staff Kudos**

Kudos to Lexi Garland for continued efforts in obtaining a CDL Class B.

## **4. Training**

Working Safely Outdoors  
Acoustic Sewer Main Inspection  
Smoke Testing Sewer Mains



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: September 1, 2023-September 30, 2023

Date: October 6, 2023

Ref: Monthly Report for DPW- BUILDNGS AND GROUNDS

### OVERVIEW

#### 1. Personnel Updates

We are currently short part-time ground laborer position.

#### 2. Notable Items Related to Ongoing Operations

City Hall/Opera House Egress Remediation project continues. Electrical work approximately complete awaiting testing of the system. Front concrete stairs have been replaced. Other work continues.

DHHS lighting will begin on October 16, 2023, this project will be done on 2<sup>nd</sup> shift to cause the least disturbance to the staff members working at the facility.

Roofing replacement at the Police Department has been completed, waiting on snow guards to be installed (special order part)

Carpet replacement and painting of the City Manager's office was completed.

The basketball lighting project is now complete, operational hours are from 6pm-10pm.

Build out of additional woman's locker room space is complete. Waiting on additional lockers to be delivered to complete project.

Start date for pipe replacement of the suppression system at the Police Department is October 30, 2023, expected to take 1 week.



Still awaiting delivery of the heat exchanger for the opera house heating system.

Gym floor refinishing will be done on October 26, 2023, replacement of gym cove base will take place at the same time.

Senor center restroom remodel is out to bid, work should begin towards the middle of November.

Replaced 3 countertops at the following locations PD booking area, Library coffee bar and Assessing tax map countertop.

Ground/landscaping crew are working on winterization of irrigation and fountains along with the starting of fall clean up.

The department completed 63 work orders/ service requests along with their daily responsibilities and projects.

Testing of city panic alarms has been pushed back to October due to the current workload of time sensitive projects.



## **ROCHESTER DEPARTMENT OF PUBLIC WORKS**

### **MONTHLY REPORT**

**To: Katie Ambrose, City Manager**

**From: September 1, 2023-September 30, 2023**

**Date: October 6, 2023**

**Ref: September Monthly Report for DPW- GIS/ASSET MANAGEMENT DIVISION**

## **OVERVIEW**

### **1. Notable Items Related to Ongoing Operations**

Ongoing improvements to the GIS-based Computerized Maintenance Management System (CMMS) are on-going to better track service requests, work orders, and inspections.

Coordination continued with our Stormwater, Wastewater, and Water consultants in our on-going efforts to advance DPW's Asset Management Program.

Ongoing updates to our Utility systems layers following new development and redevelopment.

Completed drone photography and videography missions of the library's roof and the completed roof job on the Community Center. Also aided the Utility division staff when smoke testing the Gonic Mill property for illicit sewer connections by providing a birds eye view.

Continued effort to receive initial quotes associated with indoor mapping efforts.

Completed a field effort down the Cocheco River from Fownes Mill to the Columbus St bridge in order to identify and map areas of log jams and large congregations of trash for remediation.

Ongoing updates to the City's master address table (MAT) GIS layers.



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: September 1, 2023-September 30, 2023

Date: October 6, 2023

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

### OVERVIEW

#### 1. Notable Items Related to Ongoing Operations

Treated water volume this month was 50.5 million gallons from the surface water facility and 9.9 million gallons from the groundwater plant for a total of 60.4 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements.

Watershed inspections were conducted at all reservoirs; all ponds remain at capacity. Rochester Reservoir recorded 4.2 inches of rain for August.

Equipment and ground maintenance was performed at the plant, well, and tanks/stations. Duty pump #3 was rebuilt and installed at Industrial Way Pump Station.

Maintenance at the Cocheco Well included wellhead inspection, replacement of the hypochlorite feed system day tank, and housekeeping.

Maintenance at the Surface Water Treatment Facility included repairs to the powdered activated carbon and aluminum sulfate feed systems, alignment of the carbon filter drive knuckle and mudball removal, cleaning of the filter gallery, replacement of raw water suction and discharge pressure gages; diagnostics of the main transfer switch, and isolation of low lift VFD (variable-frequency drive) #2 due to an enclosure fan failure warning.

A flow and demand performance test was conducted at the SWTF as part of the hydraulic capacity study for the public water system.



## 2. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Continued reduction in customer demand has increased distribution system detention time and necessitated additional hydrant flushing and valving to maintain water quality. Recent testing shows increased water age in several neighborhoods.

Semi-annual fall conventional hydrant flushing started September 24<sup>th</sup>, 2023.

## 3. Staff Kudos

All staff continue to demonstrate excellence in operating a public drinking water system.

## 4. Training

Staff participated in a demonstration of leak detection & correlation equipment; a Salmon Fall Collaborative source water protection/land conservation site walk and discussion;

## 5. Other

Two staff attended the NH Public Works Memorial ceremony on September 12, 2024.

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City Clerk's Office

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# ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: September 1 – September 30, 2023

Date: October 1, 2023

Ref: Monthly Report for Economic Development Department

## OVERVIEW

### 1. New Projects & Project Updates

- Fuss and O'Neill engineering held their kick-off meeting for the design and redevelopment of Water St – attended by Econ Dev, Planning, and DPW
- The Hoffman building continues to make progress with a goal of exterior work completion by November.
- Final design work for the rework of the Union St Parking lot is nearing completion and we should have a final plan soon.

### 2. New Businesses and Business Updates

- Jesh Lash relocated within 1 Wakefield Street
- Spa on the Hill will locate at 60 Rochester Hill Road

### 3. Community Development Project Updates

- Mr. Scala & Ms. Wright took part in the Accessibility Audit conducted by Strafford Regional Planning – this involved a recording of sidewalk conditions in the immediate downtown area. Ms. Glenn participated in testing the app prior to the Audit to provide feedback on its use for collecting data.
- Ms. Wright worked on updating the FY23 CAPER (Consolidated Annual Performance Evaluation Report) for HUD and submitted at the end of September.
- Ms. Wright attended the PRO Housing Webinar for Planning put on by HUD.
- Ms. Wright met with the President and Vice President of the Homeless Center for Strafford County to discuss the funding options for FY25.

#### 4. Boards & Commissions Updates

- Rochester Economic Development Commission held its monthly meeting with a kickoff of strategic plan work, and a presentation of their new website.
- Child Care Work Team closed the community survey and began analyzing the data. They also began planning for a Community Partners forum to be held in October.
- Rochester Main Street held their fall clean-up day on Sunday, Sept. 17 with volunteers planting mums at the base of the Parson Main statue, removing the Bigfoots, and general clean up of the downtown area. Preparations for Halloween festivities are underway. Activities will include downtown trick or treat & Zombie walk on Friday, October 27<sup>th</sup>, trunk or treat on Saturday, October 28<sup>th</sup> on Hanson St., and installation of giant scarecrows.

#### 5. Training & Staff Development

- Mr. Scala and Ms. Marsh attended the IEDC Economic Development Conference and attended sessions measuring and improving a community's Quality of Life, the Future of Land Use, the Role of Public-Private Partnerships in development, Economic Impact and Strategies regarding Remote Working, and Development of Accessible and Affordable Workforce Housing Strategies.
- All department staff completed CPR/First Aid/AED training conducted by Fire Department personnel.
- Ms. Glenn completed the trainings required by HR related to sexual harassment.

#### 6. Other

- Department staff participated in training before files were migrated to SharePoint by IT.
- Ms. Glenn helped with breakfast and lunch set up for training hosted by HR in the Annex conference rooms and helped with registration at the Chamber of Commerce golf tournament.

# ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose City Manager

From: September 1, 2023 – September 30, 2023

Date: October 10, 2023

## OVERVIEW

### 1. Personnel Updates

None

### 2. Notable Items Related to Ongoing Operations

Finance Staff are working on the FYE23 audit, and performing many year end reconciliations.

### 3. Notable Events Related to Unusual Operations

None

### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Status Quo:

City Manager Ambrose is working to prepare the department to address Finance Director functions following her promotion to City Manager. She is currently evaluating the current job description and the organizational structure of the department and City to determine the most fitting approach for this vacancy.

## Rochester FINANCE Department

### 5. Staff Kudos

All of Finance staff, Chad, Ava, Ann & Angie continue to perform well, and are always willing to take on new challenges.

### 6. Affected Business Processes or Systems

None

### 7. Training

None

### 8. Other

**Agenda Item Name:** Monthly Financial Statements Summary – as of September 30, 2023

For the full detail report, click here: [September 30 2023 Financial Detail Report](#)

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

**E-mail Address:** mark.sullivan@rochesternh.net

#### **Issue Summary Statement**

Below are the revenues & expense highlights through September 30, 2023, which represents approximately 25% completion of FY24.

## Rochester FINANCE Department

<b>GENERAL FUND NON PROPERTY TAX REVENUES</b>				
	<b>FY24 ADOPTED</b>	<b>RECEIVED</b>	<b>PERCENT</b>	<b>NOTES</b>
Motor Vehicle Registrations	\$5,500,000	\$1,416,365	26%	
Wastemangement Host Fees	\$4,600,000	\$1,106,909	24%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$121,335	22%	
Interest Income	\$750,000	\$317,407	42%	
Interest on Delinquent Taxes	\$360,000	\$73,390	20%	
State of NH Rooms & Meals	\$2,867,759	\$0	0%	Payment December-23
Highway Block Grant	\$635,000	\$193,935	31%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$0	0%	Quarterly cycles
Recreation Programs	\$122,400	\$89,896	73%	
<b>ENTERPRISE FUNDS REVENUES</b>				
Water	\$7,544,084	\$1,460,898	19%	
Sewer	\$11,744,213	\$1,611,681	14%	
<b>SPECIAL REVENUE FUNDS REVENUES</b>				
Arena	\$413,290	\$14,262	3%	
Community Center	\$894,759	\$226,978	25%	

## Rochester FINANCE Department

	<b>FY24 ADOPTED</b>	<b>EXPENDED</b>	<b>ENCUMBERED</b>	<b>PERCENT</b>
<b>GENERAL FUND EXPENSES</b>	\$51,704,514	\$15,830,156	\$2,575,005	36%
<b>OVERTIME &amp; WINTER MAINTENANCE</b>				
Police	\$111,546	\$51,275		45.97%
Dispatch	\$44,000	\$44,873		101.98%
Fire	\$240,000	\$165,765		69.07%
Public Works Winter Maintenance	\$541,218	\$22,132	\$1,110	4%
<b>ENTERPRISE FUNDS EXPENSES</b>				
Water	\$7,544,084	\$1,637,931	\$244,362	25%
Sewer	\$11,744,213	\$3,834,390	\$246,472	35%
<b>SPECIAL REVENUE FUNDS EXPENSES</b>				
Arena	\$413,290	\$68,703	\$113,762	44%
Community Center	\$894,759	\$200,276	\$134,547	37%

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# Planning Department

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(added as addendum to packet)  
see page 98

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# DEPARTMENT OF RECREATION & ARENA

## MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Sarah Ward, Business Coordinator

Date: 10/10/23

### OVERVIEW

#### 1. Personnel Updates

As part of the department's planned re-organization, team member Sarah Ward was promoted to the position of Business Coordinator. Sarah was previously in the role of Administrative Assistant II. This new role is designed to meet the growing business, facility scheduling and administrative needs of the department. In November Sarah will celebrate 20 years of service to the City of Rochester.

#### 2. Notable Items Related to Ongoing Operations

With the start of the school year, the Rec Center continues to accommodate school programs and facility needs. High School Open Gym has returned and is well attended by students after school.

September began a new ice season at the Rochester Arena. Team members successfully completed the "ice in" process through cooling of the facility, installation and painting of the ice. Public Skate and Contracted Ice Sales and Learn to Skate kicked off.

Check out last year's ice installation process with this time lapse video created by Government Channel Coordinator Celeste by clicking [here](#).

#### 3. Notable Events Related to Unusual Operations

Invasive species treatment in accordance with the Hanson Pines Forest Management Plan was completed in September. A collaborative Community Education Walk was hosted with the Recreation Department and Moreno Forestry.

To learn more about the Hanson Pines Forest Management Plan that the Recreation Department oversees, click [here](#).

#### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

September was a time to reflect and debrief on our summer operations and personnel budget. One of the identified areas of needed enhancement is the budget for camp and pool related personnel (lifeguards, pool attendants, Certified Pool Operators). Attracting and retaining skilled staff will require a continued financial commitment from the city. Given the high volume of program and aquatic facility patrons, safety and risk management are a top priority.

#### 5. Staff Kudos

Facilities and Operations Supervisor Ryan Trepanier continues to demonstrate his commitment to the City's outdoor recreation spaces. Ryan is the City's lead team member for the implementation of the Forest Management Plan. Ryan has developed a strong working relationship with Moreno Forestry and is passionate about protecting the Hanson Pines Forest.

#### 6. Affected Business Processes or Systems

With the start of the school year, the department updated its Standard Operation Procedures for the Rec Center to better balance facility safety with public accessibility. With the support of the Recreation & Arena Advisory Commission, Rec Center doors are unlocked after school hours to increase community accessibility.

#### 7. Training

Rochester Arena staff received CPR/AED/First Aid Training from our in-house trainer, Facility and Operations Supervisor Ryan. The majority of our staff at all recreation facilities is now certified. This would not be possible if we did not have an internal department staff member trained as an instructor.

## 8. Department Led Program Numbers

<b>Program</b>	<b>September Participation</b>
Adult Pickup Sports	40
Adult Volleyball	78
55+ Bingo	138
Chair Yoga	65
Cribbage for Seniors	41
Family Open Gym Reservation (Sunday)	8
Frisbie Lunch & Learn	6
50+ Game Day	17
Homeschool Open Gym	25
Iyengar Yoga	6
Kundalini Yoga	21
Line Dancing	74
Mah Jongg	7
Quilting & Crafting	32
Senior Breakfast/Cookout	46
Senior Cardio Drumming	96
Senior Mobility Class	72
Senior Power Hour	384
Senior Tech Support	16
Senior Trip	10
Senior Zumba Gold	120
SHS/BCA Open Gym	311
Table Tennis	19
Toddler Play Group	37
VA Veteran's Time	15
Community Education Walk-Hanson Pines	12
<b>September Total</b>	<b>1696</b>

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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: September 1 – September 30

Date: October 11, 2023

Ref: Monthly Report for Fire Department

## OVERVIEW

### 1. Personnel Updates

#### Shift Staffing:

- Full Staffing – 10 personnel on-duty – **60% of shifts in September**
- One FF Short – 9 personnel on-duty – **40% of shifts in September**

#### Anniversaries:

- Captain Steve Plante – 25 years
- Firefighter Jackson Schramm – 1 year

#### Promotions:

- Executive Secretary Kelly Gagne was promoted to Senior Executive Assistant
- Deputy Chief Adam Hughes was promoted to Fire Marshal

### Notable Items Related to Ongoing Operations

TYPE OF CALL	09/2022 – 08/2023 Previous Year (Calendar)	September 2022	September 2023
Building Fires	19	5	0
Cooking Fires	9	0	0
Vehicle Fire	15	0	3
Carbon Monoxide Present	20	1	2
Emergency Medical Calls	1050	109	89
Vehicle Accidents (Injury)	135	16	10
Vehicle Accidents (No Injury)	86	16	16
Alarms	1397	35	31
Service Calls	195	15	13
Other	968	55	85
<b>TOTAL CALLS</b>	<b>3894</b>	<b>252</b>	<b>249</b>

## Operations

- On September 5<sup>th</sup>, at approximately 3pm RFD provided mutual aid to Milton for a structure fire on Silver Street.
- On September 12<sup>th</sup>, RFD responded to a fully involved fifth wheel camper fire on Farmington Road. The fire was contained to a single unit. There were no injuries, and the fifth wheel was a total loss.



- On September 16<sup>th</sup>, RFD provided mutual aid to Milton for a working attic fire at 71 Charles Street. The fire was caused by high winds knocking a tree into the powerlines, then onto the home. No injuries were sustained by residents or firefighters.
- On September 22<sup>nd</sup>, RFD responded with EMS in the City for a cardiac arrest. D-shift personnel were able to get the patient's pulse back, then transported the patient to an area hospital.
- On September 27<sup>th</sup>, RFD responded with EMS in the City for another cardiac arrest. A-shift personnel were able to get the patient's pulse back, then transported the patient to an area hospital.
- September 30<sup>th</sup>, RFD provided mutual aid to Lebanon, Maine, for a working fire in an enclosed chimney. There were no injuries from this call.

The cardiac arrest calls listed above are remarkable. We have received several emails from the hospitals in the area, as well as doctors and nurses regarding the work performed. To resuscitate two patients in full arrest in the field is extraordinary.

## Community Risk Reduction

The Fire Prevention Division and the E911 Committee finalized a yearlong project with Baxter Lake Recreational Park which implemented street names throughout the park. This project started due to multiple calls in which 99 and 101 Four Rod Road were given as an address with inconsistent lot and/or mailbox numbers given. All streets within the park now have street names and are associated with their lot number. These changes are also in sync with the states E911 system which will be imperative during an emergency call for service. In doing this we have collectively improved the timeliness and accuracy of emergency responses to their members during their time of need. We would like to publicly thank Baxter Lake's Board of Directors and their liaisons for collaboratively working with us to implement these changes.

### FY24 Community Risk Reduction and Prevention Services

<b>Inspections Completed</b>	<b>Approvals &amp; Reviews</b>	<b>Active Permits</b>	<b>Car Seat Installations</b>		
91	287	60	13		
<b>Permits Issued</b>	<b>Sprinkler</b>	<b>Fire Alarms</b>	<b>Hood Suppression</b>	<b>Tank Removal</b>	
48	9	6	0	0	
\$5,510	\$4,575	\$935	\$0	\$0	
<b>Blasting</b>	<b>Place of Assembly</b>	<b>Pyrotechnics</b>	<b>Fire &amp; Life Safety</b>		
\$0	19	1	15		
\$0	No Fees Associated	\$0	No Fees Associated		

On September 23<sup>rd</sup> the Rochester **Knights of Columbus** held a First Responders' Appreciation Dinner for Police, Fire and EMS responders at Our Lady of the Holy Rosary Church. A delicious meal was provided, accompanied by a heartfelt speech by member Michael Buccieri Sr.



On September 20<sup>th</sup> Fire Marshal Hughes and Chief Dube attended a large tabletop exercise in Hampton. This event simulated a nuclear event at Seabrook Station, exercising all aspects of the response, notification, evacuation, and reception of evacuees (our focus).

Rochester is a "Host Community", providing a reception center for the citizens of Portsmouth in the event they were required to evacuate their city. We recently passed a FEMA graded exercise in Rochester, which was accomplished by a large, combined team of your Rochester Fire Department, NH Homeland Security and Emergency Management, American Red Cross, and many wonderful volunteers from other city departments.



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City Clerk's Office

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## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

**To: Katie Ambrose, City Manager**  
**From: Gary M. Boudreau, Chief of Police**  
**Date: 10/10/23**  
**Ref: Monthly Report for September 2023**

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** We have filled two additional dispatch vacancies, but are still down positions.

Filling open crossing guard vacancies is still a critical need.

We are still searching for a candidate for the Crime Analyst position.

Our patrol vacancy number is now at five positions. During the month we were also told by three officers they are currently in hiring processes with other police agencies.

#### 2. Notable Items Related to Ongoing Operations

We went live with our body cameras this period. We have received good feedback so far.

We are continuing to work with our vendor on the new CAD/RMS (computer aided dispatch/records management) program we will be transitioning to.

The renovation and expansion of the female locker room was completed this period; and the briefing room was moved to the opposite side of the building.

The Police Department staff are very thankful to our community and the committee members for the annual Thank a Cop recognitions that take place during the month of September. The support of a community is everything.

Full Time dispatcher Alisha Wood and Per Diem Dispatcher Ellen Spicer were recently recognized for a Fire Service Unit Citation Award for their work during a Structure Fire at 132 No. Main Street.

Per Diem Dispatcher Andrew Neal was also nominated for his calm demeanor during the structure fire of his home and his strength and courage during that time.



### **Comp Stat:**

We do not have a report this period due the vacant Crime Analyst position and staff was unable to complete a full review of the statistics.

### **3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.**

We remain in need of qualified school crossing guards. We have started working with DPW concerning the Rapid Flashing Crosswalk Signals which was approved in the FY24 CIP.

Filling open positions in the Communications Center is still a critical need.

### **4. Training**

Officer's McCann and Adams have completed 9 weeks of Academy Training. Officer's Ball and Bernstein graduated from the Academy on September 29. They will be entering the field training program. Officer's Settle and Hill have both been released to solo patrol.

From 9/19/23 to 9/20/23, the Rochester Police Department hosted a 2- day training titled "All Types of Drug Interdiction Class" at the Rochester Public Works facility. The PD received three (3) seats expense free (\$585.00 savings). Officer Michael Brinkman, Officer Shane Downs, and Officer Katelyn Mills attended this training course.

9/7/23, Officer Douglas Crawford and Officer Isaac Moon attended the "American Sign Language Training for First Responders" presented by the Northeast Deaf and Hard of Hearing Services held at the Lee Safety Complex in Lee.

Between 07/19/23 and 09/30/23, all sworn personnel who have been certified and issued a TASER X26 have completed the recertification course for 2023.

Other notable training completed this period included "SWAT/Task Force Focused Basic Breaching Training"; "Strengthening Child Abuse and Exploitation Cases with Statement Evidence"; New Hampshire Attorney General's "2023 Partnering for a Future Without Violence Conference"; "Mental Health First Aid" and "Background Investigations 2023".

Library, October 11, 2023

## ROCHESTER LIBRARY DEPARTMENT

### MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Patty Hardie, Secretary II

Date: October 11, 2023

Ref: Library Monthly Report for September

## OVERVIEW

### 1. Notable Items Related to Ongoing Operations

There was a total of 11,389 items circulated with 9,309 people visiting the library in the month of September. Two hundred seventy-three patrons used the library's Internet computers. Interlibrary loan activity included 79 materials borrowed from other libraries and 119 loaned to other libraries.

Fall Story Times began the week of September 19<sup>th</sup> outside on the library lawn on Tuesdays and Wednesdays at 10:30. The Play Cart offering a rotating variety of supplies that encourage children to explore, be creative, and socialize was also available from 11am – 3pm Tuesdays and Wednesdays. Toddler Times began Thursday, September 21<sup>st</sup> and will continue Thursdays through the Fall.

Saturday, September 9<sup>th</sup> through Friday, September 15<sup>th</sup> families were welcomed to pick-up "Pigeon & Duckling" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours at the Children's Desk.

The Friends of the Rochester Library Book Club met Monday, September 11<sup>th</sup>, and featured *The Thursday Murder Club* by Richard Osman.

The *All-Abilities Club* continued to meet every Monday from 10-12pm in the community room. This inclusive program is geared towards adults with developmental disabilities and includes puzzles, coloring, cards, board games, and more.

The Teen Advisory Board (TAB) meeting was held Monday, September 18<sup>th</sup> at 3 & 6pm. Teens were encouraged to come hang out, eat snacks, and share ideas for library programs, groups, and activities.

The Teen Room began new Scavenger Hunts on Friday, September 1<sup>st</sup> and 22<sup>nd</sup>. The Horror Book Club met Thursday, September 7<sup>th</sup> at 3pm and Monday, September 11<sup>th</sup> at 6pm. Drop-in games were available Wednesday September 20<sup>th</sup>, and an Eclipse program was held on Monday, September 25<sup>th</sup> at 3pm.

The True Crime Club met Tuesday, September 26<sup>th</sup> at 6pm in the Rose Room. This club is for true crime fanatics. This is a casual group with no required reading. Each month

## Library, October 11, 2023

participants talk about current and cold cases, swap documentaries, podcasts, and book recommendations.

Featured Adult Services Book Displays for the month of September included: *Get Bookish*, *Extreme Reads*, *Feel Good Fiction*, and *Bre This*. Also featured was an *Extreme DVDs* display; and *Time to Fall in Love with these Tunes* – music CD Display.

The Rochester Public Library was pleased to display the artwork of Marcey Buchakjian during the month of September.

Three hundred fifty-two of our library patrons downloaded 1,645 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 590 digital downloads from Hoopla.

## 2. Library Programming

Spaulding High School Alum, Diane Casselberry '85, was at the Library on Wednesday, September 6<sup>th</sup> to discuss her newly published book, "DNF My Ass! (Mis)Adventures of a Single Mom Triathlete"!

Tuesday, September 12<sup>th</sup> the Library was pleased to host Dr. Drew Remignanti to discuss his book, "The Healing Connection: Creating a Partnership for Your Health" and his thoughts on our healthcare system. Attendees were encouraged to bring questions and share their experiences.

Patrons were invited to write a message of thanks and encouragement on postcards and then put them in our "Thank a Police Officer" mailbox for the Rochester Police Department located in the Children's Room. On September 13<sup>th</sup>, a special Story Time and Movement program was held with Police Officers on the lawn next to the library and *Popsicles with the Police* was held September 14<sup>th</sup>, giving our young patrons an opportunity to have a frozen treat and a quick visit with Officers from the Rochester Police Department.

International Dot Day was Friday, September 15<sup>th</sup>, and in collaboration with the Rochester Public Schools, the library celebrated all week long. Children were encouraged to visit the Library between Monday September 11<sup>th</sup> and Saturday, September 16<sup>th</sup> to add a DOT to our Collaborative Art Piece and read "The Dot" by Peter Reynolds.

Monday, September 18<sup>th</sup> the library was proud to present the New Hampshire Fish and Wildlife Steward's "Survival of the Moose in New Hampshire" program. Participants learned about the natural history of moose, where they are most likely to be found in the state, and the impact of climate change on their survival.

The Library was pleased to present "Percy Jackson and the Library Extravaganza"! This program was recommended for readers 10 and older. Participants were encouraged to talk about the books, participate in fun activities, and eat some delicious snacks (blue ones, of course)!

Tuesday, September 26<sup>th</sup> the Cornerstone VNA was pleased to host “Living Well with Anxiety” at the library. Katherine Michaud MS, OTRL/L, Behavioral Health Coordinator, spoke about anxiety and how to manage it by building life-long strategies used while facing anxiety.

Wednesday, September 27<sup>th</sup> the library was pleased to present NAMI NH “In Our Own Voice” with former Miss NH Sarah White. She shared her perspective on what it’s like to have a mental health condition and her work advocating for mental health across the state to promote holistic health as a future Nurse Practitioner.

### 3. Other

Trustees will be meeting in the library on October 17<sup>th</sup> at 6pm.

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City Clerk's Office

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## ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Doreen Jones, Tax Collector

Date: Oct 5, 2023

Ref: Monthly Report for Sept, 2023

### OVERVIEW

#### City of Rochester Tax Collector's Office

September 30, 2023

Tax Year	Annual Warrant	Collected		Uncollected		
		Amount	%	Amount	%	
2023	Semi Annual	36,284,477	34,800,142.64	95.91%	1,484,334.36	4.09%
2022		72,060,382	71,381,758.93	99.06%	678,623.07	0.94%
2021		69,388,398	68,937,951.73	99.35%	450,446.27	0.65%
2020		68,438,739	68,200,636.39	99.65%	238,102.61	0.35%
2019		66,169,796	65,994,009.48	99.73%	175,786.52	0.27%
2018		63,834,824	63,705,923.31	99.80%	128,900.69	0.20%
2017		60,524,791	60,433,019.57	99.85%	91,771.43	0.15%
2016		58,196,003	58,135,151.34	99.90%	60,851.66	0.10%
2015		56,938,119	56,897,069.36	99.93%	41,049.64	0.07%
2014		55,068,779	55,034,156.97	99.94%	34,622.03	0.06%
2013		53,324,262	53,295,021.02	99.95%	29,240.98	0.05%
2012		50,952,912	50,928,731.05	99.95%	24,180.95	0.05%
2011		48,856,892	48,836,563.39	99.96%	20,328.61	0.04%
2010		47,308,832	47,294,655.10	99.97%	14,176.90	0.03%
2009		46,898,827	46,889,586.08	99.98%	9,240.92	0.02%
2008		46,522,769	46,517,269.88	99.99%	5,499.12	0.01%
2007		42,964,450	42,960,514.22	99.99%	3,935.78	0.01%
2006		40,794,160	40,791,934.93	99.99%	2,225.07	0.01%
2005		38,024,453	38,023,159.27	100.00%	1,293.73	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,312.97	100.00%	1,266.03	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
				<b>Total Uncoll:</b>	<b>3,498,351.84</b>	<b>7.12%</b>





## ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Todd M. Marsh, Welfare Director *TM*

Date: October 10, 2023

Report Dates: September 01, 2023- September 30, 2023

Ref: Monthly Report for Welfare Department

### OVERVIEW

#### 1. Personnel Updates

*None*

#### 2. Notable Items Related to Ongoing Operations

In recent months, due to the phased ending of ERAP funding and increasing rent, local welfare has largely not experienced during ERAP funding, there has been an increasing trend of sought assistance from renters.

September reports a notable, yet continued expected general assistance increase from September 2022 when ERAP funding was available. Increased rental assistance is consistent with many municipal welfare department throughout the state.

As the recently released 2023 Annual Rent Survey Rental rates survey indicates, rentals are higher throughout New Hampshire, including Rochester, than prior to the pandemic and the beginning of ERAP funding. Higher rental rates are resulting in direct increased costs in voucher assistance. Also, indirect increased costs due to less available income to rental outlays, results in less household budget resilience.

An increasing number of residents report evictions due to owners/landlords remodeling buildings/apartments, with resulting limiting higher alternative rental cost options.

#### 3. Notable Events Related to Unusual Operations

*None*

#### 4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

The My Friend Shelter, in Dover, remains temporarily closed for emergency housing services. However, it plans to re-open within the next couple of months. The shelter's closure for services has caused an increase in emergency housing motel expenses for Rochester. \*This additional spending emergency housing motel assistance should lower when the shelter re-opens. The welfare department is in communication with the shelter. The Homeless Center for Strafford County (Home For Now), in Rochester, intends to opened on October 2<sup>nd</sup> and has transitioned to a yearlong shelter.

#### 5. Staff Kudos

Welfare department team members continue to use professional, thoughtful, humane and cost effective practices to meet legal obligations and the department's mission.

#### 6. Affected Business Processes or Systems

NA

#### 7. Training

Welfare department team members continue to seek and practice continuous improvement with department functions, including webinars and readings.

## 8. Analysis of Direct Assistance for September 2023

General Assistance represents an average cost per case/family of \$513.47 and case/Individual of \$413.64 for this month.

Total voucher assistance issued: **\$26,195.71**

There was an increase of \$19,755.71 in assistance issued this month compared to September 2022. There was an increase of \$4,785.71 in vouchers issued this month compared to last month.

27 families units were financially assisted a minimum of once for this report month.

28 singles (w/o children) were financially assisted a minimum of once for this report month.

Reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaled: \$1668.79

The office reported 161 formal case notes for this period.

## 9. Other / In The News/Helpful Links

## ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: September 1 to September 30, 2023

Date: October 3, 2023

Ref: Monthly Report for Planning Department

### OVERVIEW

#### 1. Notable Items Related to Land Use Boards

##### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met September 11, 2023 for their Regular Meeting and September 18, 2023 for their Workshop Meeting.

This section completed by Jaclyn Millard, Admin Assistant II

**Robert Erickson and Robert Fickett, 40 & 50 Evans Road** (by Prospect Mountain Survey) Lot Line Revision between 40 & 50 Evans Road. Case# 235 – 60&61 – A – 23 **APPROVED**

**Mann Family Trust/Stuart & Kathi Mann, 149 & 153 Rochester Hill Road** (by Norway Plains/Randy Tetreault) Lot-Line Revision between 149 & 153 Rochester Hill Road. Cas# 243 – 63&64 – OC – 23 **APPROVED**

**Robert Bruce Wotton, 83 Eastern Avenue** (by Norway Plains/Joel Runnals) 2-Lot Subdivision. Case# 117 – 49 – R2 – 23 **APPROVED**

**CEM3 Holdings II, LLC/Doug Morton, 146 Old Dover Road** (by Berry Surveying & Engineering/Chris Berry & Kenneth Berry) Preliminary Design Review for 11-Lot Subdivision, roadway, and Open Space. Case# 140 – 72 – R1 – 23 **PUBLIC HEARING ONLY**

**Tuck Realty Corporation/EWST, LLC, 0 Autumn Street** (by Jones & Beach Engineers, Inc./Ian MacKinnon) 23-Lot Major Subdivision Case# 104 – 10 – R1 – 22 **CONTINUED to October 2, 2023 Planning Board Meeting**

**New England Gaming and Consulting LLC, 7 Milton Road** (by Altus Engineering/Norway Plains/DMAC Architecture) Site Plan to construct Charitable Gaming Facility Case# 222 – 94 – HC – 23 **APPROVED**

**Sig Sauer, 7 Amarosa Drive** (by Allen & Major Assoc./Brian Jones) Phase II Site plan to add multiple building additions, update utility connections, enhance stormwater design & treatment, and tie into the municipal sewer system for the existing Sig Sauer facility  
**APPROVED**

**42 Front Street, LLC, 42 Front Street** (by Norway Plains Assoc./Ashley Rowe) 2-Lot subdivision. Case# 102 – 41 – R2 – 23 **CONTINUED to October 2, 2023 Planning Board Meeting.**

**Other Items:**

The Planning Board also discussed:

- a) Planning Departments need of a Senior Planner

**APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT**

Zoning Board of Adjustment met on September 13, 2023  
This section reviewed by Crystal Galloway, Planner I

**Z-23-22 MP Corporation** Seeks a *Variance* from Section 20.2.F(3) to permit fuel pumps and equipment to be 10 feet from the side lot line where 30 feet is required. **Location:** 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone.

*The applicant requested a continuance to the October 11, 2023 meeting.*

**Z-23-23 MP Corporation** Seeks a *Variance* from Section 20.2.F(5) to permit a fueling canopy to be 6 feet from the side lot line where 20 feet is required. **Location:** 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone.

*The applicant requested a continuance to the October 11, 2023 meeting.*

**Z-23-43 Cecil Abels** Seeks a *Special Exception* from Section 23.3.E(4) to permit live outdoor music and entertainment. **Location:** 184 South Main Stret, Map 125 Lot 55 in the Neighborhood Mixed Use Zone.

*The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met, with the condition that the applicant is not to use the parking lot of the neighboring business.*

**Z-23-44 Wayne Bilodeau** Seeks a *Special Exception* from Section 23.3.A(10)(b) to permit an 8-foot-tall fence where a 6-foot-tall fence is allowed. **Location:** 174 Salmon Falls Road, Map 211 Lot 22 in the Agricultural Zone

*The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.*

**Z-23-45 Real Estate Advisors, Inc.** Seeks a *Variance* from Section 33.7 to permit four (4) buildings containing eight (8) residential units each on one lot in a conservation subdivision.  
**Location:** Evelyn Drive, Map 223 Lot 21-52 in the Agricultural Zone.

*The Zoning Board unanimously denied the Variance as presented, citing the hardship criteria has not been met.*

**APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The Historic District Commission met on September 20, 2023.  
This section reviewed by Crystal Galloway, Planner I

The Historic District Commission did not have a quorum for the September meeting.

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

Conservation Commission met on September 27, 2023  
This section completed by Jaclyn Millard, Admin Assistant II  
**Conservation Overlay District**  
Autumn Street Conservation Subdivision; Tax Map 104 Lot 10 – Updated drainage for site includes wetland buffer impacts. **APPROVED**

**Notice of Intent to Cut Wood or Timber**

Intent to Cut Wood: 71 Lowell Street – Tax Map 132 Lot 12; 23-389-02-T

**ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts & Culture Commission did not meet in September 2023.  
This section completed by Jaclyn Millard, Admin Assistant II